

CHLOE COTTER

EDUCATION

Arizona State University, Tempe, AZ
Bachelor of Arts, Expected in 05/2027

Walled Lake Northern High School, Commerce, MI
High School Diploma, 06/2023

PROFESSIONAL SUMMARY

Dynamic sales associate with exceptional customer service skills honed at Celebrity Tanning. Proven ability to build relationships and engage customers effectively. Experienced in managing inventory and maintaining high standards of cleanliness. Adept at problem-solving and collaborating with team members to enhance promotional events and drive sales success.

SKILLS

- Customer service
 - Time management
 - Excellent people skills
 - Exceptional customer service
- Teamwork and collaboration
 - Problem-solving skills
 - Relationship building

EXPERIENCE

SALES ASSOCIATE 02/2025 to 05/2025
Celebrity Tanning, Phoenix, AZ

- Assisted customers by providing product information and recommendations.
- Maintained cleanliness and organization of sales floor and tanning rooms.
- Operated point-of-sale system to process transactions efficiently.
- Supported promotional events by setting up displays and engaging with customers.

BAKER 11/2024 to 02/2025
Crumbl Cookies, Chandler, AZ

- Prepared a variety of cookie doughs and batters following standardized recipes.
- Operated baking equipment efficiently to ensure optimal product quality.
- Maintained cleanliness and organization of workstations in compliance with safety standards.
- Assisted in inventory management by tracking ingredient usage and restocking supplies.

LANGUAGES

Spanish

Elementary

**EXTRACURRICULAR
ACTIVITIES**

Participated in the CUT networking program, actively contributing to multiple facets of production, including developing and writing scripts for broadcast segments, managing and editing backroom audio to ensure clear and professional sound quality, and supporting on-air broadcasting operations. Gained hands-on experience coordinating technical and creative elements of live and recorded programming, collaborating with team members to maintain smooth workflow, and applying industry-standard audio and broadcast techniques to deliver polished content.